



STAFF REPORT

TO: Honorable Mayor and Town Council
FROM: Sydney Stephenson, Admin. Assist.
DATE: 8/24/2018
RE: Update on July Town Hall Activities

UTILITIES

Register Replacement: 4
Meter Turn Off: 2
Meter Turn On: 19
Meter Seasonal Off: 0
Meter Seasonal On: 0
Meter Repair: 1
New Meter Installs: 8
Data Log: 1
Cemetery: 2
Meter Change Out: 3
Non-Payment Disconnect: 4

CASH RECEIPTING

Number of Deposits Processed: 10 Totaling \$ 184,089.01

BUILDING PERMITS:

Fence (3) AC (2) Shed (1) Screen (2) New Construction (4)
Garage Door (1) General Building (2) Re-Roof (3) Solar (1)
Temporary Construction Trailer (1)

BUSINESS TAX RECEIPTS: \$0

LEIN SEARCHES: 9 Totaling: \$450.00

CUSTOMER SERVICE CALLS: 1217

Cemetery Sales: 1 Cremains Plot \$400

Town Hall Updates:

- Continuing work on the Budget
- Catching up on filing
- Training our new hire Rebecca Eller
- Updating Cemetery Records
- Putting all cemetery records on the computer
- Preparing for the upcoming election

*Town Hall is working on trying to find space in town hall to place more filing cabinets to hold the Meritage Homes permits. We are also preparing for the storage of permits for any and all new developments due to the fact that all of our current filing cabinets are full.